



Civilian jobs that make a difference to our country and the world

Home Search for Jobs Applicant Tools Applicant Information

9/9/2004 11:01:21 AM

## Department of the Navy's Civilian Hiring and Recruitment Tool



### 1 Search for Jobs

- ☐ Search for current DON job openings
- ☐ Limit my search to SES openings.
- ☐ Limit my search to Overseas openings.

### 2 Create Account

- ☐ Create a password-protected, personalized account.
- ☐ Build your resume and create automated job search agents.

### 3 Manage Account

- ☐ Edit your user account, resume, and job search agents.
- ☐ Review job applications, resume activity, and user notices.



Click **HERE** to Login to Your Account

Forgot your password? Click Here

### What's New...

Due to system maintenance, the ability to apply to some HRSC-SW job opportunity announcements will be unavailable for approximately 5 days beginning on September 3, 2004. Impacted job opportunity announcements will include a specific notice. We apologize for the inconvenience.

### Chart Tip(s) for Applicants:

Having problems opening the last page on My Resume?

Then we recommend that you upgrade your browser to a newer version or try using another browser to complete this page.

Not receiving your Password Reset Request?

Then check your email junk mail folder or see if you have a "Spam Stopper" program that is preventing you from receiving password information in your email account.

### DON Hot Jobs

#### GENERAL ENGINEER, PHYSICAL SCIENTIST, INTELLIGENCE SPECIALIST

Grade(s): GG 14, 15, 14, 15, 14, 15.  
Location(s): Arlington, VA  
Closing Date: 09/09/2004

#### INTELLIGENCE RESEARCH ASSISTANT

Grade(s): GS 06, 07.  
Location(s): Virginia Beach, VA  
Closing Date: 09/09/2004

#### INVESTIGATOR

Grade(s): GS 07, 09, 11.  
Location(s): Millington, TN  
Closing Date: 09/09/2004

[More DON Hot Jobs](#)

### DON Organizations

#### NAVAL SECURITY GROUP COMMAND (NV69)

The Naval Security Group Command performs cryptologic and related functions, approves requirements for the use of existing capabilities and resources, coordinates the execution of approved programs, and is responsible for...

#### NAVAL SEA SYSTEMS COMMAND (NV24)

NAVSEA engineers, builds and supports America's Fleet of ships and combat systems. NAVSEA's world-class team of professionals provides virtual support anywhere and anytime to ensure the Fleet remains ready and capable, ...

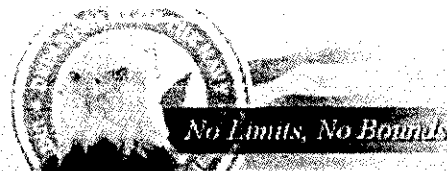
#### OFFICE OF NAVAL INTELLIGENCE (NV15)

ONI supports joint operational commanders with a worldwide, integrated workforce of active duty, reserve, officer and enlisted and civilian professionals. At the National Maritime Intelligence Center (NMIC), ONI brings ...

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**My Account - Create Account**

Required Fields are marked with an asterisk(\*).

**Privacy Advisory:** We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. If you choose to send email to the site webmaster or submit an online feedback form, any contact information that you provide will be solely used to respond to your request and not used or stored for any other purpose.

**You must provide a valid Contact Phone Number.****Name**

First\*

John

Middle Initial

Last\*

Hancock

**Mailing Address**

Street\*

1892 River Road

City\*

Alba

State\*

MD

Zipcode\*

31313

Country



(If other than U.S.)

**Phone Number**

For overseas numbers, please enter as shown: (011) 40 6181-64333

Contact Phone Number\*

(229)

639

5193

ext.

**Social Security Number\***

**Privacy Advisory:** Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools,

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and, the Service knows your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

(no dashes - e.g., 12345678)

#### Account Password

If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.

Password\*

(10 characters maximum length)

Re-type Password\*

Password Hint\*

#### Email Address

Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.

#### Eligibility

Are you a current permanent Department of Defense Civilian Employee?\*

Are you a Current Permanent Federal Civilian Employee?\*  ☒ No ☐ Yes

☐ Interchange Agreement Eligible (e.g., NAF, CIPMS, DCIPS, etc.)

☐ Executive Order 12721 Eligible

☐ Interagency Career Transition Assistance Program Eligible (ICTAP)

☐ Reinstatement Eligible

Are you the spouse of a Relocating Military Member or Relocating DoD Civilian?  ☒ No

☐ Yes

#### Veterans - Are you?

☐ Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran

☐ Veterans' Employment Opportunity Act Eligible




#### Others - Are you?

☐ Person with Disability

☐ Outstanding Scholar

☐ Current Student

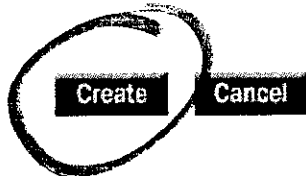
Overseas Applicants Only - Are you:

- ☐ Overseas Military Spouse Preference Eligible 
- ☐ Overseas Family Member Preference Eligible 
- ☐ Overseas Limited Appointment Eligible 

**None of the Above**

If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement to determine whether or not you are eligible to apply before submitting your resume.

- ☒ None of the Above Hiring Program Categories Apply to Me



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Department of the Navy  
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**Department of the Navy's Civilian Hiring and Recruitment Tool**

**My Account**

Change your password and contact information

**My Resume**

Create and edit your personal resume

**Search For Jobs**

Search and apply for jobs

**My Notices**

Check on resume status and review recent activity

**My Searches**

Create and edit automated search agents



Click  
**HERE**  
to Log Out

**Current Account Information**

**Email:**

barbara.mixon@usmc.mil

**Address:**

1705 11th Avenue  
Albany, GA 31707

**Phone:**

229-435-4874

[Click Here to Update](#)

**What's New...**

Due to system maintenance, the ability to apply to some HRSC-SW job opportunity announcements will be unavailable for approximately 5 days beginning on September 3, 2004.

Impacted job opportunity announcements will include a special notice. We apologize for the inconvenience.

**Chart Tip(s) for Applicants:**

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**DON Hot Jobs**

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**INVESTIGATOR**

Grade(s): GS 07, 09, 11.

Location(s): Millington, TN

Closing Date: 09/09/2004

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**DON Organizations**

**NAVAL FACILITIES ENGINEERING COMMAND (NV25)**

The Naval Facilities Engineering Command (NAVFAC) manages the planning, design, construction, and provides public works support for U.S. Naval shore installations around the world. NAVFAC provides Navy and Marine Corps ...

**MILITARY SEALIFT COMMAND (NV33)**

The Military Sealift Command is the transportation provider for the Department of Defense, with the responsibility of providing strategic sealift and ocean transportation for all military forces overseas. MSC is a U.S. Navy ...

**NAVY SECRETARIAT AND STAFF (NV12)**

The Navy Secretariat provides the overall direction to the Department of the Navy. The Secretariat includes the offices of the Assistant Secretary of the Navy for Financial Management and Comptroller; Installations & Env...

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## My Resume

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You may select a specific section to **Edit** or **Complete**

### My Resume Home

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

OR

**Build Resume**

### Action

**Preview Resume**

## Quick Tips

### General Instructions

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information. For more information on how to prepare your resume check out our [How to Prepare a Resume and Sample Resume](#) and [Sample Resume information](#). To submit a resume, you must apply directly from a job opportunity announcement. Go to Search for Jobs, locate and open the announcement you wish to apply on and use the Apply Now Button. From there go to My Resume and use the Submit Button.

### Required Fields

There are several required fields on this form. They are identified with asterisks "\*". You will not be able to submit your resume for a position if any required information is missing.

### Navigation

Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

### What to Avoid

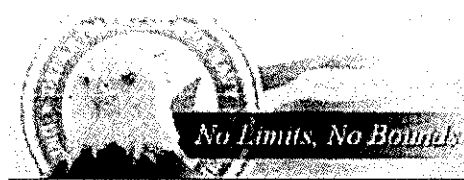
Do not use signs and symbols such as % # \* = or other bullet symbols. Use @ sign only in the designated E-Mail Address Block. When adding dates use / instead of -. Do not place text in fields that normally hold number characters.

### Read the Error Message and Pop Up Messages

Are you having problems getting information to take or save? Then take the time to read your error messages. Error messages are provided twice, once in a pop up form and then also once at the top of the page in red. Common errors are invalid date formats (using - instead of /), incomplete required fields, alpha characters in numeric fields (i.e., salary or hours), and not using whole numbers under average hours worked or credit hours.

### Saving

As with any on-line program, you may get disconnected or timed out from our resume builder without advance



## My Resume - Contact Information

Required Fields are marked with an asterisk(\*\*).

### Resume Sections

[My Resume Home](#)

1. **Contact Information**
2. Eligibility
3. Education
4. Work History
5. Other Work Related History
6. U.S. Military Service
7. Additional Data Sheet

### Name

First\*\*

John

Middle Initial

Last\*\*

Hancock

### Mailing Address

Street\*\*

1892 River Road

City\*\*

Albany

State\*\*

MD

Zipcode\*\*

31313

Country

(If other than U.S.)

### Phone Number(s) and Email

For overseas numbers, please enter as shown: (011) 40 6181-64333

Contact Phone Number\*\*

229

639

5193

ext.

Work Phone Number

( )

ext.

DSN

( )

ext.

E-Mail Address

barbara.mixon@usmc.mil

If you would like a copy of your resume electronically sent to you, please ensure the

<< [My Resume Home](#)

[Save & Go Back](#)

[Save & Exit](#)

[Save & Continue](#)



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## Department of the Navy CIVILIAN HUMAN RESOURCE

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### My Resume - Eligibility

Required Fields are marked with an asterisk(\*\*).

#### Resume Sections

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1. [Contact Information](#)

2. **Eligibility**

3. [Education](#)

4. [Work History](#)

5. [Other Work Related History](#)

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7. [Additional Data Sheet](#)

Are you eligible for any of the following hiring program categories? Review each carefully and select all that apply. You will be considered for each hiring category.

Please use the following hints when adding your information:

- Click on a question mark for more information on a hiring category.
- If you had a resume in our old builder, you will need to re-answer "Are you a Defense Civilian Employee".

Are you a current permanent Department of Defense Civilian Employee? \*\* <sup>?</sup>

☐ No <sup>?</sup>

Are you a Current Permanent Federal Civilian Employee? \* <sup>?</sup>

☒ No ☐ Yes

Current or Former Federal Civilian Employees - Are you?

- ☐ Interchange Agreement Eligible (e.g., NAF, CIPMS, DCIPS, etc.) <sup>?</sup>
- ☐ Executive Order 12721 Eligible <sup>?</sup>
- ☐ Interagency Career Transition Assistance Program Eligible (ICTAP) <sup>?</sup>
- ☐ Reinstatement Eligible <sup>?</sup>

Are you the spouse of a Relocating Military Member or Relocating DoD Civilian? <sup>?</sup>

☐ Yes

Veterans - Are you?

- ☐ Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran <sup>?</sup>
- ☐ Veterans' Employment Opportunity Act Eligible <sup>?</sup>

Others - Are you?

- ☐ Person with Disability <sup>?</sup>
- ☐ Outstanding Scholar <sup>?</sup>
- ☐ Current Student <sup>?</sup>

Overseas Applicants Only - Are you?

- ☐ Overseas Military Spouse Preference Eligible <sup>?</sup>
- ☐ Overseas Family Member Preference Eligible <sup>?</sup>
- ☐ Overseas Limited Appointment Eligible <sup>?</sup>

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Save & Continue





## My Resume - Education

Required Fields are marked with an asterisk(\*\*).

### Resume Sections

[My Resume Home](#)

[1. Contact Information](#)

[2. Eligibility](#)

**[3. Education](#)**

[4. Work History](#)

[5. Other Work Related History](#)

[6. U.S. Military Service](#)

[7. Additional Data Sheet](#)

Scroll down to the Higher Education Summary Section to view, edit or delete saved information.

### High School or GED

High School

Albany High School

City, State, Country (if other than the U.S.)

Albany, GA

Year Completed

1990 (yyyy)

Diploma or GED equivalent

High School Diploma

Save Highschool/GED Info

Please use the following hints when adding your information:

- Do not insert alpha characters under GPA, Total Credit Hours Earned or other fields.
- Use whole numbers only for Total Credit Hours Earned. Do not add 1/2 or other fractions.

### Higher Education

Fill out the following for any completed degrees, partially completed education and other education.

College, University or Technical/Vocation School

Albany Technical College

City, State, Country (if other than the U.S.)

Albany, GA 31701

Major or Type of Technical/Vocational Certificate Received

Welding

Year Completed/Last Attended

1992 (yyyy)

Type of Degree

Associate

GPA

Based on a Scale of

Total Credit Hours Earned (whole numbers only i.e., 180)

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Save & continue



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## My Resume - Work History

Required Fields are marked with an asterisk(\*\*).

### Resume Sections

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[1. Contact Information](#)

[2. Eligibility](#)

[3. Education](#)

[4. Work History](#)

[5. Other Work Related History](#)

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[7. Additional Data Sheet](#)

Use the Work Summary section to view, edit or delete a saved work experience.

Enter the following information beginning with your most recent paid or volunteer experience. List those experiences that are relevant to the kinds of positions you wish to be considered. You can include up to six (6) different work experiences.

Please use the following hints when adding your information:

- Carefully add your information using the formats and examples shown.
- Avoid placing alpha text in numeric or date fields and special characters.
- To avoid losing your resume data in the event you get timed out, it is recommended that you periodically save your data or copy/paste your duties information from another document.
- Click the red question mark for more information on how to write your duties.

### Position Information

Position Title\*\*

Sandblaster

Start Date\*\*

02/1992

(mm/yyyy)

End Date\*\*

02/1995

(mm/yyyy or leave blank for

Average Number of Hours Worked

40

(per week, i.e., 30 or 40)

### If Federal civilian position

Pay Plan

Series

Grade/Level

If promoted in this position, what was the date of the last promotion?

(mm/yyyy)

Are you a temporary employee? ☐ Yes ☒ No

Are you on a temporary promotion? ☐ Yes ☒ No

### If non-Federal civilian position

Salary (i.e. 54,450 per annum or 23.45 per hour)

\$10.00

per

Hour

### Company Information

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Agency or Company Name

Davis Paint and Body

Mailing Address

1234 Bridge Street

Supervisor Name

Frank Davis

Phone Number

229-639-5254

May we contact this supervisor? ☒ Yes ☐ No

Description of Duties/Accomplishments\*  (limited to 7500 Characters)

Set up, operate, and perform preventive maintenance on portable sandblasting equipment and machines used for cleaning and nonmetal surfaces. Knowledge of the characteristics of metals and nonmetals, abrasive quality of a wide variety of sand abrasives, and air pressures with specific abrasives to achieve desired finish without damage to workpieces. Carry out operations and procedures in a safe manner. The equipment is usually preset and requires only minor valve adjustments occasionally to regulate the velocity of the abrasive stream. ~~type and extent of cleaning~~ to be done. The abrasives used

Add/Save Experience

<< Prev Step 3

Save & Go Back

Save & Exit

Save & Continue

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or skip step 4

**My Resume - Work History**

Required Fields are marked with an asterisk(\*\*).

**Resume Sections**[My Resume Home](#)[1. Contact Information](#)[2. Eligibility](#)[3. Education](#)[4. Work History](#)[5. Other Work Related History](#)[6. U.S. Military Service](#)[7. Additional Data Sheet](#)

Use the Work Summary section to view, edit or delete a saved work experience.

**Work Summary**

Start Date	End Date	Employer	Position
02/1992	03/1995	Davis Paint and Body	Sandblast

Enter the following information beginning with your most recent paid or volunteer experience. List those experiences that are relevant to the kinds of positions you wish to be considered. You can include up to six (6) different work experiences.

Please use the following hints when adding your information:

- Carefully add your information using the formats and examples shown.
- Avoid placing alpha text in numeric or date fields and special characters.
- To avoid losing your resume data in the event you get timed out, it is recommended that you periodically save your data or copy/paste your duties information from another application.
- Click the red question mark for more information on how to write your duties.

**Position Information**

Position Title\*\*

Laborer

Start Date\*\*

End Date\*\*

10/1995

(mm/yyyy)

05/1998

(mm/yyyy or leave blank for)

Average Number of Hours Worked

40

(per week, i.e., 30 or 40)

**If Federal civilian position**

Pay Plan

Series

Grade/Level

☐
☐
☐

If promoted in this position, what was the date of the last promotion?

(mm/yyyy)

Are you a temporary employee? ☒ Yes ☐ NoAre you on a temporary promotion? ☐ Yes ☒ No

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If non-Federal civilian position

Salary (i.e. 54,450 per annum or 23.45 per hour)

\$8.50 per Hour

Company Information

Agency or Company Name\*\*

Riley Construction

Mailing Address

159 Industry Avenue

Supervisor Name

Howard Ball

Phone Number

229-435-9634

May we contact this supervisor? ☒ Yes ☐ No

Description of Duties/Accomplishments\* <sup>?</sup> (limited to 7500 Characters)

Loaded and unloaded trucks; moved office furniture, equ  
supplies by hand or with dollies and/or hand trucks. M  
trimmed shrubs; washed vehicles; and cleared and dug di

Add/Save Experience

<< Prev Step 3

Save & Go Back

Save & Exit

Save & Continue

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or skip  
step 4



# Department of Defense CIVILIAN HUMAN RESOURCE

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9/7/2004 9:58:37 AM

## My Resume - Other Work Related History

Required Fields are marked with an asterisk(\*\*).

### Resume Sections

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[4. Work History](#)

**[5. Other Work Related History](#)**

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### Professional Training and Education

List any courses that you have completed and consider relevant to your career goals, name, length, and completion date. (limited to 5000 Characters)

**Example:** Supervising Civilian Employees, 40hrs, 6-98; Defense Cost and Price Analysis

If the vacancy announcement indicates a basic educational requirement for the position, include the following for each required course: Name of College/University, Semester/Quarter Hours and Completion Date.

**Example:** Indiana State, 101 Basic Economics, 3 Sem, Fall 1979.

### Professional Licenses and Certificates

List current licenses, certificates, and/or contracting warrants. Identify the city and/or expiration date, if any. (limited to 1500 Characters)

**Example:** Certified Public Accountant (CPA), Illinois, 06-95.

If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter level and position category such as contracting, purchasing, communications-computer manufacturing and production.

**Example:** DAWIA Level III Certification (Contracting), 08-96.

If you possess Firefighter certifications such as Inspector, Officer, Driver/Operator, HAZMAT Operations Certifications indicate: (1) Type of certification, (2) Certification number, (3) Issuing Authority (Department of Defense (DOD), International Fire Service (IFSAC) or National Professional Qualifications Standard (NPQS/PROBOARD). (The boards recognized by DOD).

**Example:** Firefighter I, Certification # XXXXXXXX, Date XX-XX-XXXX, DOD, IFSAC

Sandblasting 101, 06/1992

### Performance Ratings, Awards, Honors, and Recognitions

List performance ratings, awards, honors, and recognitions received, including date. (limited to 1500 Characters)

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save & continue



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**My Resume - US Military Service**

Required Fields are marked with an asterisk(\*\*).

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If you have served on active duty in the U.S. military (other than active duty for training), provide the following information.

For all periods of active duty military service, list dates (from and to) and branch of service.

From (mm/yyyy) To (mm/yyyy) Branch of Service

From (mm/yyyy) To (mm/yyyy) Branch of Service

If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service.

From (mm/yyyy) To (mm/yyyy) Branch of Service

From (mm/yyyy) To (mm/yyyy) Branch of Service

List any campaign badges and/or expeditionary medals received. Examples: Soldier's Medal, Purple Heart (limited to 300 Characters)

If currently active duty in the U.S. Military, provide anticipated date of separation or terminal leave

 (mm/dd/yyyy)
**Discharge Information**

Type of Discharge

If discharged prior to full period of active duty, give reason

**Retirement and Disability Information**

If retired from the military, provide your rank and Date of Retirement

Rank:  Date:  (mm/dd/yyyy)

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Save &amp; continue



## My Resume - Additional Data

Required Fields are marked with an asterisk(\*\*).

### Resume Sections

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6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

Please use the following hints when adding your information:

- Carefully add your information using the formats and examples shown. Avoid placing text in numeric or date fields.
- If you had a resume in our old builder, you will need to reselect all the general preferences where you wish consideration.

Are you a United States citizen? \*\* ☐ ? ☒ Yes ☐ No

Please indicate if you are interested and available for any of the following types of positions \*\*

- ☐ Part Time
- ☒ Temporary (positions lasting less than 1 year)
- ☒ Term (positions lasting 1 year or more, but less than 4 years)
- ☒ Shift Work
- ☒ Intermittent (on-call)
- ☐ Not interested/available in any of the above types of positions - only want permanent

How many days per month would you be available for work-related travel \*\*

Do you claim an entitlement to veterans' preference for hiring \*\*

(NOTE: Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from the [Department of Labor](#). You may also click on the preference option for additional information regarding that preference.)

- ☒ No Veterans' Preference
- ☐ 5-Point Preference ☐ ?
- ☐ 10-Point Disability Preference ☐ ?
- ☐ 10-Point Compensable Disability Preference ☐ ?
- ☐ 10-Point Derived Preference ☐ ?
- ☐ 10-Point 30% Compensable Preference ☐ ?

What is the lowest salary that you will accept \*\*

16



Input annual salary without a comma (example 32000). Convert hourly wages to an salary. (Annual salary = hourly wage x 2087)

\$20000

**What is the lowest Federal civilian pay plan and grade you will accept\*\***

Please check the [Office of Personnel Management](#) to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. [click here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

**if you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis**

Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please [click here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

Can you type/keyboard at a minimum speed of 40 words per minute\* ☐ Yes ☒

If you are applying for a Firefighter, Law Enforcement, or Air Traffic Controller please provide your date of birth

(mm/dd/yyyy)

Please select all applicable geographical locations for which you desire job consideration\*

**Select Albany, GA**

Locations

Anchorage, AK	<input data-bbox="1109 1209 1173 1254" type="button" value=" &lt;&lt; "/> <input checked="" data-bbox="1109 1265 1173 1310" type="button" value=" &gt;&gt; "/>	Selected Locations <b>Albany, GA</b>
Elmendorf Air Force Base, AK		
Auburn, AL		
Fort Rucker, AL		
Hoover, AL		
Montgomery, AL		
Redstone Arsenal, AL		
Tuscaloosa, AL		
Camden, AR		
Camp Joseph T Robinson, AR		

**Background Survey**

Answers to the following questions are strictly voluntary

Race/Ethnic Status

Sex: ☐ Female ☒ Male

**Certificate of Applicant Information**

Information provided as part of your application package may be verified at any time. Fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, and made in good faith.

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**Save & continue**



**My Resume**

**Privacy Advisory:** We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. If you choose to send email to the site webmaster or submit an online feedback form, any contact information that you provide will be solely used to respond to your request and not used or stored for any other purpose.

You may select a specific section to Edit or Complete

**My Resume Home**

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

OR

**Build Resume**

**Action**

**Preview Resume**

**Quick Tips**

**General Instructions**

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information. For more information on how to prepare your resume check out our [How to Prepare a Resume and Sample Resume](#) and [Sample Resume information](#). To submit a resume, you must apply directly from a job opportunity announcement. Go to Search for Jobs, locate and open the announcement you wish to apply on and use the Apply Now Button. From there go to My Resume and use the Submit Button.

**Required Fields**

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**Navigation**

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**What to Avoid**

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**Saving**

As with any on-line program, you may get disconnected or timed out from our resume builder without advance



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9/7/2004 10:09:17 AM

## Search for Jobs

[previous](#)

### Search

☒ All Jobs ☐ Hot Jobs ☐ SES Jobs

### Position Information

Announcement Number

SE

Position Title Keyword(s)

Country

State

City

### Salary Range

Minimum

\$  (Enter annual salary rate. To convert hourly rate to annual, multiply by 2087.)

Search

## Quick Tips

### General

The search will look for exact matches. To find out what works for you, try different search parameters to widen or narrow your search results.

### Hot Jobs

Click on this option if you're only interested in viewing jobs for which we have critical and/or immediate needs.

### SES Jobs

Click on this option to view our executive-level job openings.

### Announcement Number

Allows partial announcement number search.

### Position Title Keyword(s)

Allows partial word search. For example, searching on "cler" will match against such titles as "BUDGET CLERK" and "CLERK-TYPIST". If searching on multiple words, be sure to enter a percent sign (%) = wildcard designator) in between words.

### Job Location

You may enter just a Country, Country and a State, or Country, State and a City.

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## DON Job Search Results

To view a DON Announcement, click on the underlined Announcement number. All announcements with a closing date close at 12:00 am Eastern Standard Time on the day of the closing.

Not all job locations for the announcements may be viewable from this page. Click on the announcement numbers to view the complete locations listing.

You may re-sort your search results by clicking on any of the column titles except PP-SER-GR and Job Locations.

[New Search](#)

Annmt Number	Closing Date	Title	PP-SER-GR	Salary Range	Job Location
<a href="#">SE04-0081-345-MI04FF01-DE</a>	05/10/2005	FIREFIGHTER	GS-0081-03, 04, 05	\$20,855 - \$36,097	<a href="#">Multiple Locations</a>
<a href="#">SE04-0675-05-MZ215979-DE</a>	08/04/2005	MEDICAL RECORDS TECHNICIAN (QA) TEMPORARY NTE ONE YR	GS-0675-05	\$26,699 - \$34,714	Jacksonville, FL
<a href="#">SE04-0028-09-MZ211673-DE</a>	09/07/2004	ENVIRONMENTAL PROTECTION SPECIALIST (TEMP NTE 1 YEAR)	GS-0028-09	\$36,478 - \$47,422	Ceiba, Puerto Rico
<a href="#">SE04-3502-02-MZ222130A-DE</a>	09/07/2004	LABORER	WG-3502-02	\$15,798 - \$18,428	Key West, FL
<a href="#">SE04-2210-09-MI222337-DE</a>	09/08/2004	INFORMATION TECHNOLOGY SPECIALIST	GS-2210-09	\$49,245 - \$64,020	Buffalo, NY
<a href="#">SE0682</a>	OPEN CONTINUOUS	DENTAL HYGIENIST	GS-0682-07	\$30,597 - \$39,779	<a href="#">Multiple Locations</a>
<a href="#">SE0680</a>	OPEN CONTINUOUS	DENTAL OFFICER	GS-0680-13	\$64,542 - \$83,902	Pensacola, FL
<a href="#">SE0647</a>	OPEN CONTINUOUS	DIAGNOSTIC RADIOLOGIC TECHNICIAN / TECHNOLOGIST	GS-0647-07, 08, 09	\$28,164 - \$48,652	<a href="#">Multiple Locations</a>
<a href="#">SE0602</a>	OPEN CONTINUOUS	MEDICAL OFFICER	GS-0602-12, 13, 14, 15	\$56,619 - \$118,369	<a href="#">Multiple Locations</a>
<a href="#">SE0610</a>	OPEN CONTINUOUS	NURSE	GS-0610-07, 09, 10, 11, 12	\$28,614 - \$70,555	<a href="#">Multiple Locations</a>
<a href="#">SE0660</a>	OPEN CONTINUOUS	PHARMACIST	GS-0660-11	\$45,285 - \$58,867	<a href="#">Multiple Locations</a>
<a href="#">SE0603</a>	12/31/2010	PHYSICIANS ASSISTANT	GS-0603-11	\$50,018 - \$62,519	<a href="#">Multiple Locations</a>
<a href="#">SE0620</a>	OPEN CONTINUOUS	PRACTICAL / VOCATIONAL NURSE	GS-0620-05, 06	\$22,737 - \$35,796	<a href="#">Multiple Locations</a>
<a href="#">SE0665</a>	OPEN CONTINUOUS	SPEECH PATHOLOGIST / AUDIOLOGIST	GS-0665-11, 12	\$41,684 - \$70,555	Jacksonville, FL ; Pensacola, FL ; Ceiba, Puerto Rico ; Beaufort, SC ; Charleston, SC

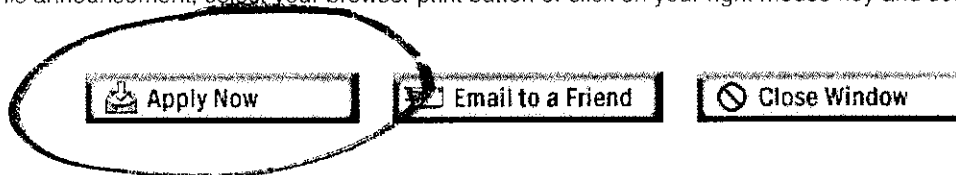


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**Job Announcement Detail**

To print this announcement, select your browser print button or click on your right mouse key and select the Print function.



**LABORER**

**WG-3502 -02**

**\$15,798 - \$18,428 per Annum**

**Announcement Number:** SE04-3502-02-MZ222130A-DE **Open Date:** 08/24/2004

**Closing Date:** 09/07/2004

**Salary Range**

\$15,798 - \$18,428 per Annum

**Job Location(s)**

Key West, FL

**About the Job**

\*\*AMENDED TO EXTEND THE CLOSING DATE TO 9/07/2004.

NUMBER OF VACANCIES: 12

This is located at the Public Works Department, Maintenance/Utilities Division, Building Trades Branch, Naval Air Station, Key West, Florida.

The incumbent performs regular work assignments from a general schedule. Responsible for completion of assignments which are spot checked by supervisor.

Responsible for the safe operation of power tools and adherence to safety practices and procedures. Operates pallet jacks, hand trucks, and other non-mechanized material handling equipment as well as powered equipment such as lawn mower and woodcutters.

**Who May Apply**

Open to all US citizens. Priority consideration will be given to Interagency Career Transition Assistance Plan (ICTAP) applicants who meet advertised requirements. Relocation expenses WILL NOT be paid.



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### My Job Application

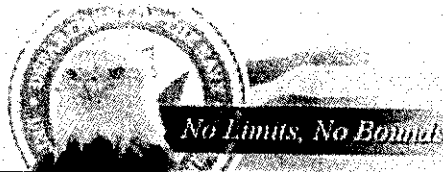
The Status of Your Job Application is Identified Below

#### Application Status

You must submit a resume for this job. Please click the 'Go to My Resume' link and make any desired updates to your existing resume and submit it when done.

[Go to My Resume](#) | [Cancel Application](#)

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Home	Search for Jobs	Applicant Tools	Applicant Information
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## My Resume

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**Submit Resume**

**Cancel Submission**

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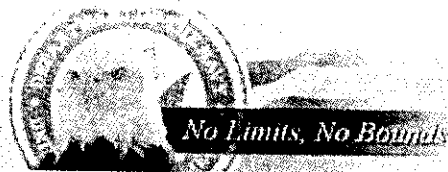
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### My Resume

View your Resume below. To print your resume, select your browser print button or right click and select the print function.



John Hancock  
1892 River Road  
Alba, MD 31313

**Contact Phone:** (229) 639-5193

**Email Address:** barbara.mixon@usmc.mil

### EXPERIENCE

**10/1995 to 05/1998;** 40 hours per Week; Laborer; \$9 per Hour; last promoted Not Specified; temporary employee; not on a temporary promotion; Riley Construction, 159 Industry Avenue; Howard Ball, 229-435-9634; may contact supervisor.

Loaded and unloaded trucks; moved office furniture, equipment, and supplies by hand or with dollies and/or hand trucks. Mowed lawns and trimmed shrubs; washed vehicles; and cleared and dug ditches, etc...

**02/1992 to 03/1995;** 40 hours per Week; Sandblaster; \$10 per Hour; last promoted Not Specified; permanent employee; not on a temporary promotion; Davis Paint and Body, 1234 Bridge Road; Frank Davis, 229-5254; may contact supervisor.

Set up, operate, and perform preventive maintenance on complete stationary and portable sandblasting equipment and machines used for cleaning metal and nonmetal surfaces. Knowledge of the operating and preventive maintenance features of sandblasting equipment and machines, cleaning characteristics of metals and nonmetals, cutting or abrasive quality of a wide variety of sand like abrasives, and the optimum air pressures with specific abrasives to obtain the desired finish without damage to workpieces. Skill to position and hold workpieces and blasting nozzles, and carry out blasting operations and procedures in a safe manner.

### EDUCATION

Alba High School, Alba, MD; 1990 High School Diploma

Albany Technical College, Albany, GA; No Degree in Welding, 1995; 2.5 out of 4 Point GPA; 56 Quarter Hours

### PROFESSIONAL TRAINING

\*\*None Specified

### PROFESSIONAL LICENSES/CERTIFICATES

Sandblasting 101, 06/1992

### PROFESSIONAL RATINGS, AWARDS, AND RECOGNITIONS

\*\*None Specified

### OTHER INFORMATION

\*\*None Specified

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### Resume Transmission Notification

Thank you for using the Department of the Navy's Apply Now Process

#### Application Status

Your resume has been **SENT** to the Human Resources Service Center, SOUTHEAST for consideration on SE04-3502-02-MZ222130A-DE, LABORER .

No further action is required on your part to receive consideration for this announcement.

A courtesy copy of your request will be sent to barbara.mixon@usmc.mil when it is **RECEIVED** at the Human Resources Service Center, SOUTHEAST.

Close Window

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Search for jobs (again)  
(start back at page 1)